



UNITED STATES COURT OF APPEALS FOR THE TENTH CIRCUIT

Vacancy Announcement #08E9

POSITION: Circuit Librarian, U.S. Court of Appeals, Tenth Circuit

Starting Salary Range: JSP 15/16 (\$115,451 - \$135,400). Salary is commensurate with experience, qualifications and education. EFT Direct payroll deposit is required.

APPLICATION DEADLINE: Open until filled, but applications received by January 30, 2009 will be given primary consideration.

The Circuit Librarian manages the library program serving the judges and staff of the United States Courts for the Tenth Circuit, including the court of appeals, district courts and bankruptcy courts. The library currently employs 23 staff members circuit-wide, and maintains staffed branch libraries in Kansas, New Mexico, Oklahoma, Utah and Wyoming. The circuit librarian will be stationed at the main library in Denver, Colorado.

POSITION OVERVIEW: The Circuit Librarian manages a staff of professional, administrative and technical employees. Responsibilities include long-range strategic planning, policy and budget development and implementation, library automation, acquisitions of legal materials, planning and managing library space and facilities and legal research.

REQUIREMENTS: Applicants must have an M.L.S./M.L.I.S. from an ALA-accredited program. A J.D. from an ABA-accredited law school is preferred. A minimum of seven years of legal library experience is required, including five years of supervisory and management experience. Comprehensive understanding of library operations and systems, management concepts, and legal research are required. Excellent analytical, organizational, interpersonal, oral and written communication skills and a customer-service orientation are essential.

APPLICATION PROCEDURES: Submit cover letter, resume and salary history (two copies of each document) to: Trish Lane, Human Resources, Byron White U.S. Courthouse, 1823 Stout Street, Denver, CO 80257-1823.

Employment is contingent upon the satisfactory completion of a background check.

THE FEDERAL COURTS ARE EQUAL EMPLOYMENT OPPORTUNITY EMPLOYERS